



## International Office

### Fact Sheet 2020/21



**International Office Manager**

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**ERASMUS Code**

D POTSDAM02

**International Office Website**

[www.filmuniversitaet.de/international](http://www.filmuniversitaet.de/international)

**Academic Calendar**

Enrollment period winter term

October 1, 2020 – March 31, 2021

Lecture period (incl. Welcome Week)

October 5, 2020 – February 5, 2021

Enrollment period summer term

April 1, 2021 – September 30, 2021

Lecture period

April 1, 2021 – July 16, 2021

**Winter term nomination deadline**

April 15<sup>th</sup>

**Summer term nomination deadline**

October 15<sup>th</sup>

### Language of Instruction

The general language of instruction is German. The **minimum** language requirement for exchange students is **level B1** according to the CEFR.

In the summer semester the International Office organizes a Welcome Day for all new exchange students at the beginning of April.

### Tuition Fees

The Film University does not ask for tuition fees. However, there is an administrative contribution for public transport, equipment insurance and Student Services that cannot be waived. Currently, the contribution is ca. **270€ per semester for exchange students**.

### Arrival Date

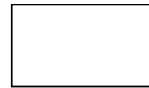
Students are required to arrive on the first day of the lecture period at the latest. Any later arrival is not recommended and should be agreed upon with the International Office in advance.

### Welcome Week

The first week of October is the Welcome Week for all new students at Babelsberg, including exchange students.

### Nomination

Incoming exchange students need to be nominated by their home institution via email by the above mentioned dates to [internationaloffice@filmuniversitaet.de](mailto:internationaloffice@filmuniversitaet.de)



### Application Procedure

Exchange students need to hand in their application for an exchange semester to the International Office at the Film University Babelsberg by email. Students need to make a choice for a specific program they wish to join. Applications are reviewed by the professors of the respective study program students are applying for. Nomination from the partner university does not guarantee acceptance to the university!  
Documents needed:

- Filled in [application form](#)
- CV
- Transcript of Records

- Letter of recommendation from a professor of your home institution
- Letter of Motivation **specifically written for Film University**
- Proof of your [German language skills](#) (the OLS assessment is not sufficient proof)
- Portfolio (to be reviewed by the respective study program advisor)

**All documents must either be in German or English!** Own translations are accepted if they include a confirmation of the home university.

**Application deadlines:** May 15 for winter term/Nov 15 for summer term

### Study Programs

A list of study programs can be found here: <https://www.filmuniversitaet.de/studium/studienangebot/>. Students must choose **one** specific program. We have only limited capacities available, please note the following information:

- **BA/MA Cinematography:** winter semester only
- **BA/MA Sound:** Bachelor only

### Courses in English

The Film University offers a selection of interdisciplinary courses in English. For more information please contact the International Office.

### Studios & Technology

The Film University provides [state-of-the-art technology](#) covering every aspect of moving image production. The university's equipment room houses camera, sound, lighting, VR, and AR gear established on the market and used by industry professionals.

### Courses & Online Learning Agreement

The **Online Learning Agreement** needs to be agreed upon with the respective institutional coordinator before the start of the semester. The Film University uses the **Online Learning Agreement** from the EU in order to digitalize and simplify the administrative process in the ERASMUS+ program.

### Exams

As a general rule, students can register for exams in their respective courses/study programs via a list available in the offices of the study program.

### Credits

The Film University Babelsberg operates on the ECTS system. As a general rule, 1 ECTS equals 30h of workload. A full semester workload is 30 ECTS.

### Health Insurance

In Germany, all students are subject to compulsory health insurance, regardless of whether they are degree seeking students or exchange students. A proof of adequate health insurance cover is essential and required for enrollment at university as well as for getting a residence permit.

Students from European Countries with a European Health Insurance Card (EHIC) do not require additional health insurance. Students from countries that do not have any social security agreement with Germany need to be insured via a health insurance provider. Find more information on health insurance [here](#).

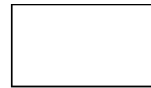
### Visa

Students from EU member states do not require a visa for Germany. Please inform yourselves on the webpage of the [Federal Foreign Office](#) if you require a visa. It is highly recommended to apply for a visa much in advance.

**Non-EU students** already holding a residence permit for another EU country need to get in touch with International Office at Film University.

### Erasmus+

The Film University Babelsberg takes part in the ERASMUS+ program of the EU. Incoming students can inquire at their home institution if they are eligible for funding by the program and should apply for such at the International Office of their home institution.



### Funding Options

Incoming students looking for financial support can inform themselves on the webpages of the German Academic Exchange Service (DAAD): <https://www.daad.de/deutschland/en/>

### “Sehsüchte” Film Festival

The Film University's very own annual international student [film festival](#) at the end of April. Now in its 49<sup>th</sup> year, it is Europe's biggest student film festival and completely run by our students. Join us!

### Buddy Program filmF.R.I.E.N.D.S

The Film University has two buddies supporting international students at Film University. They help with questions before arrival and during the semester. They organize [our 1:1 buddy program](#) and several activities throughout the semester for our students. You can reach them at [buddy@filmuniversitaet.de](mailto:buddy@filmuniversitaet.de)

### Living in Potsdam Housing:

Exchange students can apply for a room in our student dorm at the Studentenwerk Potsdam. However, places for exchange students can not be guaranteed.

<https://www.filmuniversitaet.de/studium/campus-leben/wohnen-in-potsdam/>

Private student dorms are also available:

<https://www.house-of-nations.de/>

<https://www.studentendorf.berlin/>

<https://www.skaj.de/objects/apartments-am-filmpark-babelsberg/>

<http://www.studentenzimmer-lehnitzsee-potsdam.de/>

<https://the-twenty.de/>

<https://basecampstudent.com/de/standorte/deutschland/potsdam/>

Most students live in a shared flat (German: WG, short for *Wohngemeinschaft*). Internet resources for searching accommodation in Potsdam and Berlin are:

[www.WG-gesucht.de](http://www.WG-gesucht.de)

[www.studenten-wg.de](http://www.studenten-wg.de)

[www.immobilienscout24.de](http://www.immobilienscout24.de)

[www.immowelt.de](http://www.immowelt.de)

[www.immonet.de](http://www.immonet.de)

[www.nestpick.com](http://www.nestpick.com)

[www.housinganywhere.com](http://www.housinganywhere.com)

[www.uniplaces.com](http://www.uniplaces.com)

There are some facebook groups for students looking for accommodation. Some of them are:

[WG & Wohnung Potsdam gesucht](#)

[WG Zimmer frei in Potsdam](#)

[Wohnung und WG in Berlin](#)

[Berlin Housing, Rooms, Apartments, Sublets](#)

### Beware of scam!

When renting accommodation it is not customary to lay out money before having seen the accommodation or signing the rental agreement. Please be careful with inexpensive offers in popular areas!

### Living Costs:

There is not much difference between Potsdam and Berlin in terms of housing prices and living costs. The monthly amount on average is 700€.

[Compare Living Costs](#)

### Health & Safety

The Film University has measures in place to ensure that all members of the university can safely participate in university activities in connection with the Corona virus. Our [website](#) is updated regularly. The Film University follows the recommendations of the [Robert Koch Institute](#) who also provides the Corona-Warn App. The app is used to track possible contact with infected persons.

### Learning German

The Volkshochschule in Berlin offers an online [German program for free](#). You will also be able to follow an online German course at Film University after enrollment.

Once enrolled at Film University, you will also be able to continue learning German with the online language course provider Rosetta Stone.